

3 January 1969

MEMORANDUM FOR: CIA Records Management Board

ATTENTION:

25X1A

SUBJECT:

OLC Progress Report on Agency  
Records Purge

1. This report outlines the steps which the Office of Legislative Counsel has taken relative to the Agency records purge during the last quarter of CY 1968.

2. In keeping with our regular practice, all records which are being retired to Records Center at the end of CY 1968 have been carefully screened. Duplicates, envelopes, paper clips and all other extraneous material have been removed. This screening results in a considerable reduction of file volume even before transfer to Records Center.

3. No new file categories have been established, and none will be discontinued; therefore, we expect our file volume to remain about the same as in previous years.

4. Selected files must be retained permanently. They provide the only record of the Agency's relationship with Congress and become historically significant after having served as administrative references. Other files are of use for a limited time only. A study is being made to modify our retirement schedule to correspond with the above priorities. The guidelines set forth in the CIA Records Management Board memo dated 20 December 1968 are most helpful in this regard.

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Acting Legislative Counsel

Distribution:

Orig & 1 - CIA Records Mgt. Staff

1 - OLC Subject

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